



## Foreign Affairs Manual

3 FAM – Personnel

**Change Transmittal:** PER-666

**Date:** February 27, 2012

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### **3 FAM 1530 NONDISCRIMIN ON THE BASIS OF AGE**

### **3 FAM 1540 NONDISCRIMIN ON THE BASIS OF DISABILITY**

### **3 FAM 1550 EEO RETALIATION/REPRISAL**

### **3 FAM 1560 PROCESSING MIXED CASE COMPLAINTS**

### **3 FAM 1570 CLASS COMPLAINTS OF DISCRIMINATION**

### **3 FAM 1580 DEMOGRAPHIC DATA**

### **3 FAM 1590 EEO COMPLAINTS AND GRIEVANCES UNDER THE FOREIGN SERVICE GRIEVANCE SYSTEM**

#### **Changes**

1. This Change Transmittal issues a revision to 3 FAM 1530 regarding

discrimination on the basis of age, which is defined as over the age of 40.

2. This Change Transmittal issues a revision to 3 FAM 1540 regarding discrimination on the basis of disability. Procedures on making and processing requests for reasonable accommodations for the disabled are established by the Disability Reasonable Accommodations Division (HR/ER/DRAD).
3. This Change Transmittal issues a revision to 3 FAM 1550 regarding the prohibition against retaliation and reprisal of employees who participate in an EEO-related activity. Two new authorities governing this policy are the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and the Genetic Information Nondiscrimination Act of 2008 (GINA).
4. This Change Transmittal issues a revision to 3 FAM 1560 regarding "mixed-case" complaints. It defines a "mixed case appeal" as an appeal filed directly with the Merit Systems Protection Board (MSPB) that alleges that an appealable agency action (i.e., suspension over 14 days, termination, etc.) was effected, in whole or in part, because of discrimination on the basis of race, color, religion, sex, national origin, disability, age, genetic information, or reprisal.
5. This Change Transmittal issues a complete revision to 3 FAM 1570 regarding class complaints of discrimination.
6. This Change Transmittal issues minor revisions to 3 FAM 1580, Demographic Data. Formerly, this subchapter was titled Minority Group Statistics.
7. This Change Transmittal issues minor revisions to 3 FAM 1590, EEO Complaints and Grievances Under the Foreign Service Grievance System.
8. If this issuances changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is brand new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
9. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
10. The office responsible for the material in this subchapter is the Office of Civil Rights (S/OCR). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on

the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

## Filing Instructions for Paper Copies

1. Remove and discard old subchapter 3 FAM 1530 (CT:PER-543; 06-02-2005) and insert revised subchapter 3 FAM 1530 (CT:PER-666; 02-27-2012).
2. Remove and discard old subchapter 3 FAM 1540 (CT:PER-542; 06-02-2005) and insert revised subchapter 3 FAM 1540 (CT:PER-666; 02-27-2012).
3. Remove and discard old subchapter 3 FAM 1550 (CT:PER-541; 06-02-2005) and insert revised subchapter 3 FAM 1550 (CT:PER-666; 02-27-2012).
4. Remove and discard old subchapter 3 FAM 1560 (CT:PER-555; 07-06-2005) and insert revised subchapter 3 FAM 1560 (CT:PER-666; 02-27-2012).
5. Remove and discard old subchapter 3 FAM 1570 (CT:PER-544; 06-02-2005) and insert revised subchapter 3 FAM 1570 (CT:PER-666; 02-27-2012).
6. Remove and discard old subchapter 3 FAM 1580 (CT:PER-573; 09-28-2005) and insert revised subchapter 3 FAM 1580 (CT:PER-666; 02-27-2012).
7. Remove and discard old subchapter 3 FAM 1590 (CT:PER-556; 07-06-2005) and insert revised subchapter 3 FAM 1590 (CT:PER-666; 02-27-2012).
8. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:PER-666, and initial.

## Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.